

North Bethesda Middle School

8935 Bradmoor Drive

Bethesda, Maryland 20817

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October 29, 2009

Dear Parents:

On Wednesday, November 11, 2009, we will offer parent conferences in an “open” format in the gymnasium, from 12:40 pm to 5:50 pm. These parent conferences will allow time for parents to meet with teachers to get an update on their child’s progress. Additionally, parents will have the opportunity to share what their child finds challenging, interesting, difficult, confusing, or fascinating about the teacher’s class.

To assure that this format will be effective please follow the guidelines below:

- Parents will find the teachers seated alphabetically in the gym at tables.
- Parents will have a five minute time period to meet with each of their child’s teachers. If more time is needed, parents should arrange a future conference with that teacher.
- If after the short conferences there are many teachers the parent would like to meet for a longer period of time, the parent should contact the counseling office and set up a team conference.
- Due to time concerns, parents should prioritize which teachers are the most important to meet with on this date.
- Parents can expect the process of waiting and meeting with teachers to take approximately one hour.
- Teachers will have a 30 minute break, according to the schedule below, so parents should plan accordingly.
- As parents wait in line to meet with a teacher, please respect the privacy of others by standing at a distance so as not to overhear others’ conversations.

Break Time	Department
2:00-2:30 pm	Math
2:30-3:00 pm	Science
3:00-3:30 pm	Arts/PE/Foreign Language
3:30-4:00 pm	Social Studies
4:30-5:00 pm	English

NOTES:

1. Parents and guardians will be able to get assistance logging into and using **Edline** in the Media Center.
2. There will be an adult Spanish-speaking translator available.

Sincerely,

Reginald J. Ott
Assistant Principal

